



JOB DESCRIPTION

Position Title: **Crew Chief**

Working Area: **Parks & Recreation**

Class Code: 3320

Non-Exempt

EEO Code: 08

Effective Date: August 30, 2002

Major Function

Skilled maintenance work assisting in the supervision and performance of assigned work projects.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Establishes priorities and schedules for work to be performed, under the guidance of appropriate supervisor, to ensure the timely completion of assigned tasks. Supervises the work efforts of assigned personnel.

Recommends to supervisor for final review by Division Manager and for final approval by the Department Director, hiring, performance evaluations, disciplinary, and/or commendatory actions for assigned personnel.

Performs general maintenance tasks as assigned.

Keeps records and submits reports on work performed and assures that work schedules are adhered to.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of the principles and practices of general maintenance. Knowledge of the tools and equipment used in performing maintenance tasks.

Ability to communicate effectively with assigned personnel. Ability to perform physically demanding job duties, occasionally under adverse weather conditions.

High School Diploma or GED and two (2) years experience in park maintenance.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position involves extensive fieldwork. Incumbents may work in adverse weather condition. Incumbents perform a variety of physical work skills and duties and are exposed to high levels of dirt, dust, and fumes.

Incumbents are required to lift objects weighing in excess of 50 pounds on a regular basis. Incumbents in this position must follow safety procedures carefully.